

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

INTEGRATED WASTE MANAGEMENT BOARD

Local Government Waste Tire Public Education & Amnesty Grant Program

GRANT APPLICATION

Available to California cities, counties, special districts, political subdivisions, and qualified California Indian tribes

Maximum Points: 100

Applicants must score 70% (70 of 100 points) to be considered for funding.

Applications must be either postmarked by or exhibit a commercial carrier tracking number dated no later than Friday, August 2, 2002.

Hand-delivered, faxed, or E-mailed applications will not be accepted.

April 2002

Waste Tire and Playground Grants Hotline Number

(916) 341-6441

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**LOCAL GOVERNMENT WASTE TIRE PUBLIC EDUCATION AND AMNESTY GRANT
PROGRAM
APPLICATION COVER SHEET**

APPLICANT INFORMATION		
Name:		
Mailing Address:		
City:	County:	Zip Code:
Primary Contact/Title:	E-mail Address:	
Telephone Number:	Fax Number:	
Secondary Contact/Title:	E-mail Address:	
Telephone Number:	Fax Number:	
Legislative District Numbers: Assembly:		Senate:
Federal Tax Identification Number:		
If a consultant completed the application, then provide the following information:		
Consultant Name:	Company:	Phone:
Applicant Type: (circle or check one)	Funding Information:	
<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> JPA <input type="checkbox"/> Qualified California Indian tribes <input type="checkbox"/> Other: _____ _____	Grant funds requested	\$
	Matching funds (at least 50% of grant funds requested)	\$
	Sum of Grant plus match	\$

Provide a concise project summary: What; When; How; and Why (Limit 5 sentences).

Certification: I declare, under penalty of perjury, under the laws of the State of California, that all information submitted for CIWMB's consideration for allocation of grant funds is true and accurate to the best of my knowledge.

Authorized Signature: _____ Date: _____

Type or print name and title: _____

(Title must be designated in the Resolution)

____ Applicant certifies that, if awarded a grant, it shall, in the performance of the grant agreement, conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (Please check box and initial.)

Grant Applicant: _____

Forms and questions included in the application are self-explanatory and contain instructions. Appendices provide a sample budget, sample recycled-content purchasing policies, term and word definitions, application checklist, and scoring criteria. A completed application should include answers to all twelve (12) criteria as well as all pertinent forms. See application checklist in Appendix C.

GENERAL CRITERIA
NEED
(Criterion #1 – 20 points)

The application must clearly describe and demonstrate the local or statewide need for the project, the benefits, and the expected end results for the project:

(8 pts.) Describe your project, why it is needed, and how it will benefit the community. (Describe the jurisdiction's funding needs, community needs, etc.)

(4 pts.) Address identified gap in service and current unmet need, such as a lack of public awareness of tire care and proper disposal and/or a lack of an ongoing tire collection and recycling program in the community. (If funds are not made available, what will the resulting consequences be?)

Grant Applicant: _____

(4 pts.) Describe and document existing waste tire management problems in your area. Support the existence of the problem and project need with data from surveys, reports, studies, observations, a summary of public complaints, etc.

(4 pts.) Describe any health and safety threats or environmental concerns, such as problems with accumulated tires, breeding of mosquitoes and other pests in waste tires, etc.

Grant Applicant: _____

OBJECTIVES
(Criterion #2 – 10 points)

Goals and objectives must be developed using the identified need in Criteria 1 and the Work Statement. Describe, in the sections below, how the need was determined.

(2 pts.) How did your jurisdiction determine the need as described in Criterion 1 (community workshops, planning sessions, user input, etc.)?

(2 pts.) Describe specific goals and objectives for the project. The objectives should be specific, measurable, and relevant to the project (see goals & objectives definitions in Appendix D).

(2 pts.) Demonstrate that objectives can be achieved within the indicated time frame. (For example, by use of funds, skilled project management, experienced staff, volunteer assistance, etc.)

Complete the Work Statement on the next page.

Grant Applicant: _____

**TIRE RECYCLING GRANT PROGRAM
WORK STATEMENT
(Criterion #2 - 4 pts.)**

The Work Statement must list all tasks, including grant funded and matching activities, that are necessary to complete the proposed project.
Please number each task.

Task #	Task Description	Budget		Product or Results	Staff/Contractor	Time Period
		Grant \$	Match \$			

If additional space is needed, the Work Statement form may be reproduced as necessary.

Grant Applicant: _____

METHODOLOGY
(Criterion #3 – 5 points)

How will you complete this project to achieve your objectives?

- (2 pts.) Describe why the proposed tasks in your Work Statement are the best way to address the identified need as described in Criterion #1.
- (1 pt.) Identify staffing required to complete the proposed project (district or agency staff title, contractors, tire haulers, etc.).
- (1 pt.) List any cooperating individuals and organizations and describe their involvement. For example, the California Conservation Corps or private businesses that will provide volunteer services or staff, etc. (The applicant jurisdiction is not considered a cooperating organization for the purposes of this question.)
- (1 pt.) Present a specific funding plan to address public education and waste tire clean-up after the grant term ends.

Grant Applicant: _____

EVALUATION
(Criterion #4 – 5 points)

How will you evaluate the project to determine if the goals, objectives, and tasks were accomplished successfully?

(1 pt.) Describe a method for evaluating the success of the project. Explain how you will modify your methods (tasks) during the project implementation to meet your stated goals and objectives

(3 pts.) Please review your goals, objectives, and Work Statement as stated in Criterion #2 to assist you with answering this part of the Evaluation Section. How will you determine if the goals, objectives, and tasks for this project have been met? (Explain any statistical tests or questionnaires to be used to evaluate the success of the educational efforts and Amnesty Day event(s).)

(1 pt.) Describe any evaluation reports that will illustrate the success of the project.

List staff responsible for the project evaluation and evaluation reports:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Grant Applicant: _____

BUDGET ITEMIZATION FORM
(Criterion #5 – 5 points)

Provide a detailed itemization of funds requested and demonstrate that the project is cost-effective. Attach quotations, estimates, or other documentation to support costs. Please round to the nearest dollar. See page 9 of the Application Information and Instructions for more details. For the products, materials, goods, and supplies used in the performance of this Agreement, the Grantee shall certify under penalty of perjury the minimum, if not exact, percentage of recycled content, both secondary waste and post-consumer waste, as defined in Public Contract Code (PCC) §§ 12161, 12162, 12181, 12182, and 12200, as applicable. This certification shall be provided to the CIWMB Grant Manager on a Recycled-Content Certification Form at the end of the grant term (if grant is awarded).

Budget Itemization

Task #	Category	Expenditure Details	Grant Funds	Match Funds	Total Funds
	personnel	\$ /hr. X Hours; Activity	\$	\$	\$
	personnel	\$ /hr. X Hours; Activity	\$	\$	\$
	materials		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	SUB-TOTAL		\$	\$	\$
	personnel	\$ /hr. X Hours; Activity	\$	\$	\$
	personnel	\$ /hr. X Hours; Activity	\$	\$	\$
	materials		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	SUB-TOTAL		\$	\$	\$
	personnel	\$ /hr. X Hours; Activity	\$	\$	\$
	personnel	\$ /hr. X Hours; Activity	\$	\$	\$
	materials		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	SUB-TOTAL		\$	\$	\$
TOTAL GRANT FUNDS			\$		
TOTAL MATCH FUNDS (at least 50% of grant funds)				\$	
TOTAL PROJECT FUNDS					\$

**** Check calculations carefully to insure that the addition is correct and to insure that all numbers are rounded to the nearest whole dollar. All amounts should match the Work Statement and Cover Page**

Grant Applicant: _____

COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.
(Criterion #6 – 5 points)

Completeness (2 Pts.)

- Applicant must submit:
1. An original application and four (4) copies (the original must be marked or stamped "original" and the copies must be marked or stamped "copy"); 2. Application must be signed by the person whose title is designated in the resolution;
 3. The original and four (4) copies must be double-sided, fastened in the upper left-hand corner (do not bind), and printed on recycled-content paper; and
 4. Application must include an approved resolution or a resolution timeline (see sample resolution), as well as a Joint Powers Authority or a Memorandum of Understanding (if applicable).

Letters of Support (2 Pts.)

- Application packet includes at least three (3) letters of support for the project addressed to the "CIWMB Amnesty Day grant manager."
All letters of support must be submitted with your application packet.
Do not send letters to CIWMB separately.

Experience (1 Pt.)

- Address the ability of the applicant to coordinate grant activities. Describe the project manager's experience with similar grants or grant projects in the space below.
Attach:
1. Resumes;
 2. Endorsements; and
 3. References.
- List past CIWMB grants received in the last three (3) Fiscal Years. (See next page.)
- This agency has not received any CIWMB grants in the past three (3) Fiscal Years.

Grant Applicant: _____

SUMMARY OF CURRENT AND PREVIOUS CIWMB GRANT AWARDS
(FY 1999/2000, 2000/2001, and 2001/2002 only)

Type of Grant	Agreement Number	Grant Award \$	Brief Program Description (1-2 Sentences)	Audit Results? (date/agency)

Grant Applicant: _____

RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE
(Criterion #7 - 15 points)

Definition of recycled-content purchasing policy or directive: Either 1) a jurisdiction's policy that specifies purchasing recycled-content products instead of non-recycled products whenever price, quality, and availability are comparable, or 2) a directive or memo instructing recycled-content purchasing practices. Examples include: a re-refined oil purchasing policy, or a more general "recycled-content" purchasing policy. See Appendix A – Sample Recycled-Content Purchasing Policies.

(4 pts.)

Does your jurisdiction have a recycled-content purchasing policy or directive? Yes No

Date policy or directive was adopted: _____ (The policy/directive may be adopted during the application process.)

(2 pts.)

Briefly describe your recycled-content purchasing policy or directive: _____

(5 pts.)

Check the boxes that correspond with types of recycled or re-used products the jurisdiction has previously purchased or used.

- | | | |
|--|---|---|
| <input type="checkbox"/> Office paper supplies | <input type="checkbox"/> Furnishings: benches, tables, chairs | <input type="checkbox"/> Shipping boxes |
| <input type="checkbox"/> Toner cartridges | <input type="checkbox"/> Leisure/play equipment | <input type="checkbox"/> Finishes: paint, wall coverings |
| <input type="checkbox"/> Construction/building materials | <input type="checkbox"/> Floor coverings | <input type="checkbox"/> Re-used concrete, asphalt, brick |
| <input type="checkbox"/> Re-tread tires | <input type="checkbox"/> Compost/mulch | <input type="checkbox"/> Re-refined oil |
| <input type="checkbox"/> Janitorial paper products | <input type="checkbox"/> Containers/storage systems | <input type="checkbox"/> Others, please list |
| <input type="checkbox"/> Rubberized asphalt concrete (RAC) | | |

List equipment/vehicles using re-refined oil: (mowers, trucks, vans, etc.)

Evaluate your recycled-content purchasing policy or directive

1. (2 pts.) What areas need improvement?

2. (2 pts.) What aspects have been successfully implemented?

If your jurisdiction receives a grant award, it will be required to submit and Recycled-Content Certification Form with the Final Report to provide information on the amount of recycled-content products purchased with grant funds, such as paper, re-refined oil, paint, compost, etc.

Grant Applicant: _____

PROGRAM CRITERIA
RECYCLING AND SUSTAINABLE PRACTICES PROGRAM
(Criterion #8 - 5 Points)

Describe the applicant's recycling program and how it has been developed and implemented by the public entity to recover materials from the waste stream. How does the applicant's recycling program lessen or avoid unfavorable environmental effects.

(3 pts.)

Explain how the applicant handles easily recycled internal waste such as paper, bottles, and cans. Describe how the applicant integrates waste management and recycling practices into its special events and/or recreational programs at the project location.

(2 pts.)

Evidence of performing sustainable practices (Sustainable practices are procedures that result in resource conservation and/or efficiency.) Check the boxes that correspond to the sustainable practices your agency participates in.

Grass Cycling	Composting / Mulching	Sustainable Construction
Integrated Pest Management	Water-Efficient Landscaping	Demolition / Debris Recycling
Renewable Energy	Energy Efficiency	Green Operations Maintenance
Other, describe:		

Grant Applicant: _____

TIRE DISPOSITION
(Criterion # 9 - 15 points)

Describe the ultimate end point of the collected tires. Please use the calculations table provided below.

Example:

Percentage of tires used for:

Reuse/Recycling:	70%	x	15 points	=	10.5 points
Energy Recovery:	10%	x	7 points	=	.7 points
Use at Landfill:	20%	x	3 points	=	<u>.6 points</u>
Total points awarded				=	11.8 points

TIRE REUSE/DISPOSAL	PERCENT	POINTS	(=)	TOTAL
Reuse/Recycling	_____	15 pts.	(=)	_____
Energy recovery	_____	7 pts.	(=)	_____
Use at landfill (ADC, leachate collection, etc.)	_____	3 pts.	(=)	_____
Landfill disposal * (With justification; see below)	_____	2 pts.	(=)	_____
Landfill disposal (No justification)	_____	0 pts	(=)	_____
TOTAL POINTS CLAIMED (Check calculations!)				_____

* If there are no uses for tires other than disposal within a reasonable distance, provide justification:

Grant Applicant: _____

COST PER TIRE
(Criterion # 10 - 5 points)

Estimated number of tires collected. Cost per tire for the disposal, recycling, processing, or conversion activities (based on grant and match funds). In order to receive points, the total cost per tire calculation must be provided.

Include cost of collection, hauling, disposal, and/or tipping fees associated with the Amnesty Day events. Do not include cost of developing, producing, and distributing educational materials.

$$\frac{\text{Total eligible cost}}{\text{(divided by) number of tires}} = \text{total cost per tire}$$

Example: Based on sample Budget Itemization Form provided in the Appendices (only eligible grant and match monies can be used in the calculation not the entire grant amount. Funds for educational materials must not be used for these calculations. Only costs for the Amnesty Day Events must be used. (See Application Information and Instructions page 6 for description of eligible and ineligible costs.)

$$\frac{\$19,669.00}{\text{Total eligible cost}} \div \frac{10,000}{\text{number of tires}} = \frac{\$1.97 \text{ cents}}{\text{total cost per tire}}$$

SPECIAL PRODUCTION COST
(Criterion # 11 – 5 points)

Application includes costs for the production, including translation and outreach, of multi-lingual materials.

- 5 pts. Budget itemization includes production and distribution costs for multi-lingual outreach materials.
- 0 pt. Budget itemization does not include costs for multi-lingual outreach materials.

ENVIRONMENTAL JUSTICE
(Criterion # 12 - 5 points)

Application includes local government's plan to include projects in low income and/or underserved communities. Provide justification if you are claiming five (5) points for this Criterion.

- 5 pts. Local Government Education and Amnesty Grant Program includes projects in low income and underserved communities.
- 0 pt. Local Government Education and Amnesty Grant Program does not include projects in low-income areas or underserved communities.

Justification for five (5) points:

Grant Applicant: _____

Submit an approved resolution with your application or indicate a date when your governing body will approve the resolution and your acknowledgment that the approved resolution must be submitted to CIWMB.

- Approved resolution enclosed in the application.
- Our governing body will meet on: _____.
- We acknowledge that the approved resolution must be received by CIWMB staff no later than October 15, 2002.

SAMPLE RESOLUTION

WHEREAS, Senate Bill 876 (Escutia, Statutes of 2000, Chapter 838) authorizes the California Integrated Waste Management Board to establish a grant program to provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and to promote markets for recycled-content waste tire products; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by California cities, counties, special districts or political subdivisions thereof, and Federally recognized California Indian tribes; and

WHEREAS, said procedures established by the California Integrated Waste Management Board require the applicant to certify by resolution approval of the application before submission of said application to the State; and

WHEREAS, if awarded a grant, the applicant will enter into an agreement with the State of California for development of the project.

* NOW, THEREFORE, BE IT RESOLVED that the _____ (*Title of Governing Body*) authorizes the submittal of an application to the California Integrated Waste Management Board for a FY 2002/2003 Local Government Waste Tire Education and Amnesty Grant. The _____ (*Title of Official*) of the _____ (*Name of Jurisdiction*) is hereby authorized and empowered to execute in the name of the _____ (*Name of Jurisdiction*) all necessary applications, contracts, agreements, amendments and payment requests hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the _____ (*Title of Governing Body*) _____ day of _____, _____. Effective _____, _____.

ATTEST:

Signed: _____ Date: _____
(Name and Title of Official Authorized to Sign Resolution)

* The wording in this paragraph is appropriate for a jurisdiction applying individually. See below for alternative wording for regional program resolutions.

Lead Applicant for a Joint Agreement: NOW, THEREFORE, BE IT RESOLVED that the _____ XXX XXXX authorizes the submittal of a regional application on behalf of XXXXX of _____, _____, _____, _____ and _____ to the California Integrated Waste Management Board for a Local Government Waste Tire Education and Amnesty Grant. The XXXXXXXXXX of _____, or designee, is hereby authorized and empowered to execute in the name of the above named XXXXX all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Cooperative Project Participants: NOW, THEREFORE, BE IT RESOLVED that the XXXX of _____ authorizes the XXXX of _____ to submit to the California Integrated Waste Management Board a regional application for the Local Government Waste Tire Education and Amnesty Grant on its behalf. The XXX of _____ is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Grant Applicant: _____

APPLICATION SUBMITTAL

Applicants must submit an **original and four (4) copies** of the complete application, with the original marked "Original," and the copies marked "Copy," to the address below. Applications must exhibit a commercial carrier tracking number or be **postmarked** no later than **August 2, 2002**. Applications postmarked after this date will be returned to the applicant and will not be considered for grant funding. **Hand-delivered, faxed, or e-mailed applications will not be accepted at any time.** Applications must be in a font no less than 10 points, printed on recycled-content paper, double-sided, and fastened in the upper left-hand corner. The application should not be bound.

Other than the Resolution, additional information received after the deadline will not be considered. It is the applicant's responsibility to ensure that a complete application is postmarked on or before August 2, 2002. Please submit the application to:

**California Integrated Waste Management Board
Local Government Waste Tire Public Education & Amnesty Grant Program
ATTN: Kelley Tyack
Financial Assistance Branch
Grants Administration Unit, MS 10
1001 "I" Street
P.O. Box 4025
Sacramento, CA 95812-4025**